Annex 1

Technical Proposal Template

*(Please expand the form if needed)*

**Technical Proposal should include the following key points:**

**Section A – Mandatory Response**

1. **Please confirm your acceptance in applying the General Terms and Conditions of UNICEF’s contract for Institutional Services.**
2. **Yes ( ) No ( )**
3. **Please confirm your acceptance in providing the deliverables as outlined in ToR.**

**2. Yes ( ) No ( )**

**Section B – Technical Response Form**

| **No** | **Description** | **Remarks** |
| --- | --- | --- |
|  | **Organizational experience** | * 1. **Please provide your company profile**   **Vendor may submit supporting documents such as (1) firm's history/profile, (2) Annual report (3) brochure, website organizational and management structure (not to exceed four pages in length).**   * 1. **Please attach all valid certificate of incorporation, registration with government entity, and relevant certificate.**   2. **Please describe your corporate strategy, focus and experience.**   **Vendor may submit supporting documents ( in form of job completion certificates, contracts and or references) such as (1) its reputation, expertise of the Company detailing the general and specific experience in implementing similar assignments in the past (2) three similar assignment implemented in the past five years and the standing of its services. etc (not to exceed four pages in length).** |
| 2. | **Proposed Methodology and Approach** | * 1. **Please provide proposed work plan, design and methodology and extent of alignment with requirements.**   2. **Please provide quality proposed implementation plan (including how, who, what, where, when, etc)**      * 1. **Aware of direct/ peripheral risks and measures to prevent and manage them**   2. **Please articulate possible ethical implications and provide mitigation strategies to implement the quality works** |
| 3. | **Proposed team and its professional orientation** | * 1. **Please describe the number and qualifications of employees and researchers, including team leader and team members – relevant experience of similar scope, professional expertise and knowledge and position with institution. Please include Organogram of the company**   2. **Please provide structure of Management Team – detailed resume of the proposed team for this assignment giving information of the following:** * **title/ designation of each member on the project, educational qualifications and professional experiences including information on their professional affiliations and certifications, past experience in working on similar project and assignment and their roles in projects.** |
| 4. | **Overall response** | **4.1 Ensure clear understanding of the requirements, scope and objectives of the required tasks**  **4.2 Please ensure completeness of response, submit complete management response and overall concord between the requirements and the proposal** |